



**Pre-Submittal Meeting Agenda
Wednesday March 26, 2014
5800 Shier Rings Rd
4:00 p.m. (EST)**

Meeting Location:	First Floor General Meeting Room
Project Name:	Baker Project
Project Address:	123 Any Street

Welcome & Introductions

Purpose of Meeting

- To share needs and expectations of the building permit process
- To improve the completeness and quality of the planned submittal

Brief Overview of Project Scope by Owner

Review Briefing

Planner of Record
Zoning Review
Landscape Review
Engineering Review
Building Review (OBC)
Electrical Review
Fire Safety Review
Moderator

City of Dublin - Plan Review Staff

Insert name if applicable

Velma Coen – Development Review Specialist
Brian Martin – Zoning Inspector
Kristin Yorko / Aaron Stanford – Civil Engineer
Ray Harpham, A.I.A. – Commercial Plans Examiner
Ted Zombek – Electrical Inspector
Alan Perkins – Washington Township Fire Marshal
Dave Marshall – Review Services Analyst

Overview of Building Permit Application and Plan Review Processes |

Distribute & review handout materials* - Dave Marshall

Additional Questions/Issues

*Materials to be distributed at meeting:

- ☒ Pre-Submittal Meeting Agenda
- ☒ Planning Record of Action *(if applicable)*
- ☒ Commercial Building Permit Application
- ☒ Certificate of Zoning Plan Approval
- ☒ ePlan User Guide *(if applicable)*
- ☒ Site Improvement Checklist *(if applicable)*

<input checked="" type="checkbox"/>	_____
<input checked="" type="checkbox"/>	_____
<input checked="" type="checkbox"/>	_____
<input checked="" type="checkbox"/>	_____
<input checked="" type="checkbox"/>	_____
<input checked="" type="checkbox"/>	_____